

**Borough of Westwood
Business Zoning Review
Zoning Compliance Certificate**

Before a Zoning Compliance Certificate is issued, all required pre-approvals by other Borough agencies i.e. Fire, Health, Police, etc. must be obtained.

One (1) copy of the following must be submitted to the Zoning Official
1. Completed application
2. Photos – exterior only (front, side and rear)
3. Site Survey/Plan – No more than 5 years old, showing all parking, signage, etc.
4. Building Plans/Tenant Space Layout showing all tenant spaces & uses, etc.

All **SIGNAGE** (building, land, window, door, awning, etc.) requires a separate zoning permit application to be filed and may also require a construction permit. Signs attached to a building and awnings will require signed and sealed plans by an architect or structural engineer for the construction permit. Please follow the sign regulations as per the Westwood Zoning Ordinances for the zone you are in. Go to **Westwoodnj.gov** and query the Borough Code for details.

The following types of businesses requires **HEALTH DEPT. SIGNATURE** (below) before this application can be accepted:

- Bakeries
- Confectionery Stores (packaged candy, ice cream, etc.)
- Fitness Centers (incl./not limited to: Gym, Yoga studio, Pilates, Barr, Strength Training, etc.)
- Food Caterers
- Microblading
- Nursery Schools
- Nursing Homes
- Permanent Cosmetics
- Pet Shops
- Public Swimming Pools incl. whirlpools
- Restaurants (incl. luncheonettes, diners, taverns, pizza kitchens, etc.)
- Retail Food Handling Establishments (liquor stores, delicatessens, meat markets)
- Supermarkets
- Tanning Salons
- Vending Machines and Trucks

Health Department inspections ARE REQUIRED BEFORE OPENING for all above businesses. Contact the Health Dept. regarding scheduling at (201) 664-7100 ext. 114.

X

Board of Health representative

Date

Site Address		Block	Lot	Zone
Type of Application	Circle type/s	Change in Tenant	Change in Ownership	
Property Owner's Information:				
Name				
Address				
Phone				
Email				
Previous Business Name:				
Previous Business Use:				
By signing this application I am giving permission for the party listed below to make this application and for the Borough of Westwood to visit my property to view and verify all existing conditions if necessary.				
Signature of Property Owner:_____ Date:_____				

Include 1 copy of the following items

Photos	Interior Bldg Plan/Layout, neat and to scale	Sealed Engineered Site Plan/Survey w/ Parking
Check made payable to "Borough of Westwood" in the amount of Two Hundred twenty-five dollars (\$225.00)		
Date	Check #	Application #
<i>I certify that the statements made herein are true:</i>		
Signature:	Buyer/Tenant (Circle one)	Date:
Any incorrect or falsified information will render this application void and any approvals based on it.		

Proposed New Tenant / Owner and Use Information

Registered / Legal / Corp. Name	
Business (dba) Name	
Sq Footage being Leased / Sold	
Business Owner's Name	
Business Owner's Home Address	
Business Owner's Cell #	
Business Owner's Email	
Hours of Operation to be	
Days of Operation will be	
Number of Employees will be	
# of Designated Parking Spaces	
Business Use	Attach a detailed, typed description of your proposed use
Building Improvements	Attach a description of any proposed renovation/modifications, other than general painting, etc.
Signage to be installed	Separate application must be filed
Outside Storage	Not Allowed in any Zone

* * * * For Zoning Official's Use Only * * * * *

Any missing information will render this application denied and another fee will be assessed for new submittals.